

ANIMAL CARE ATTENDANT

DEFINITION:

To perform animal shelter kennel maintenance and operations work including animal receipt, custody, care, euthanasia, and disposal work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Animal Care Attendant is an entry and journey-level class allocated to the Department of Animal Services. This class performs a combination of manual work and animal care work at an animal shelter. Under general supervision, incumbents perform kennel cleaning and maintenance work, animal care, euthanasia, and work with the public to facilitate adoptions. It is distinguished from the Animal Control Officer class series in that the latter patrols a designated area to enforce animal control laws and ordinances, issue citations, and impound animals. Animal Care Attendants differ from other maintenance/custodian classes by the level of direct interaction with the public, animal care and handling, and euthanasia duties.

EXAMPLES OF DUTIES:

Receives and confines animals in cages or corrals; handles and moves animals from one shelter area to another; cleans and disinfects animal enclosures; hoses down and cleans cages, equipment, enclosures, walkways, and work areas; feeds and cares for a wide variety of animals that typically include dogs, cats, rabbits, guinea pigs, birds, and may include reptiles, pigs, sheep, and livestock; performs humane euthanasia and disposes of animals according to department protocols; updates computer files when receiving or destroying animals; checks impounded dogs for microchip identification tag to locate owner; releases impounded animals to owners; answers inquiries from the public; assists the public in selecting appropriate animals for adoption; performs adopter-to-animal and animal-to-animal interacts; identifies, segregates, and isolates dangerous and/or ill animals; assists veterinarians with vaccinations; makes minor repairs to shelter facilities; keeps simple records; may clean patrol vehicle cages or equipment.

MINIMUM QUALIFICATIONS:

Knowledge level: T = Thorough G = General -- = Not Applicable

Knowledge of:

- T Shelter cleaning and sanitation methods and techniques.
- G Animal care, feeding, and handling methods and techniques.
- G Breed identification characteristics for dogs.
- G Euthanasia techniques.

Skills and Abilities to:

- Handle animals.
- Clean and disinfect shelter enclosures, cages, corrals, and other related operational equipment or areas.

- Hose down kennel enclosures, walkways, and other facility areas as needed.
- Humanely euthanize animals according to department protocols.
- Understand and follow simple written instructions.
- Understand and apply rules and regulations governing the impounding, releasing, and destruction of animals.
- Learn to recognize symptoms of animal diseases.
- Assist veterinarians in treating injured and/or sick animals.
- Maintain simple records, logs, and filing systems.
- Learn to enter data into a computer system.
- Establish and maintain cooperative working relationships with others.
- Make minor repairs to animal enclosures.
- Operate a County vehicle to transport animals to other locations.
- Effectively communicate with co-workers and the public.
- Provide counseling to potential adopters to assist them in selecting animals.
- Perform animal interacts with potential adopters.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Animal Care Attendant:

1. Six (6) months of experience working with domestic animals in a veterinary hospital, humane society, or other animal facility; OR,
2. Possession of a valid registration as a Veterinary Technician in California.

SPECIAL NOTES, LICENSES OR REQUIREMENTS :

Note:

Experience with companion pets is not considered qualifying. Experience on a ranch, farm, or with a humane society performing animal care and maintenance work is considered qualifying.

Working Conditions:

Will be certified by the department and required to perform humane euthanasia. Works irregular shifts, weekends, and holidays. Subject to reassignment to any shelter location as needed.

License:

Positions in this class require possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Physical Requirement:

Performs prolonged, strenuous physical activity including standing and walking for long periods of time. Handles a wide variety of animals. Frequently lifts, carries, and restrains objects/animals weighing up to 75 pounds. Works extensively with water and chemicals for disinfecting kennels.

Character:

Felony and misdemeanor convictions, depending on recency and severity, may be disqualifying. Prior to appointment, candidates will be subject to a thorough background check.

Uniform Requirements:

A uniform is required. An initial and annual uniform allowance is provided.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).